

## **W-2 Reports & Information Users Group**

### Purpose

In response to concerns raised by the W-2 Contracts & Implementation committee, DWS is establishing a W-2 Reports & Information Users Group to provide a forum for W-2 agencies to provide input on local needs for reports, extracts, and other information resources provided by DWS. These include CARES mainframe reports displayed on EOS, data warehouse reports accessed via WEBi (including Performance Standards reports), ad hoc reports, and extract files sent to agencies. The focus of the User Group will be on operational needs, not policy issues. The Users Group will also provide a forum for the discussion of local training needs with respect to reports and information.

While not a formal subcommittee of the W-2 C&I, the Users Group may have reports/information issues and problems referred to it by C&I. Conversely, the Users Group may raise issues to C&I as appropriate.

### DWS Participation

The Users Group will be lead by the Information Production Business Area within the DWS Bureau of Workforce Information. Staff from the Bureau of Partner Services, the Bureau of Workforce Programs, and the ASD/BITS CARES Section will also participate.

### Local Representation

The W-2 Agencies' representation will include a mix of user types (workers, supervisors, local data experts) from Milwaukee and balance of state and include public, and private and consortia agencies. We anticipate a group of 8 local representatives, 3 from Milwaukee and 5 from balance-of-state (see below). The group will come to consensus on recommendations to DWS. Local representatives will also have responsibility for seeking input from their peers and disseminating information.

### IT Systems Changes and Training

Changes to CARES reports, Extracts or Data Warehouses will be managed on the Information Production Business Area calendar within the budget and priority limitations of DWS. The ASD/BITS CARES section will implement system changes, including the development and modification of data warehouse reports for WEBi.

Training delivery will be managed by Partner Training Section in the Bureau of Partner Services.

### Coordination with IMAC

The W-2 Reports & Information User Group will share ideas, information and meeting minutes with the IMAC IT Subcommittee which addresses local reporting needs from the Income Maintenance perspective.

## Membership

The W-2 Reports & Information Users Group will be composed of:

Local Representatives:

- 3 Milwaukee reps
- 5 BOS county (mix of agency types and users)

DWS:

- 2 BWI staff (Anna Oehler, Bonnie Nagel)
- 2 BPS local staff
- 1 BPS trainer
- 2 BWP staff

ASD/BITS:

- 1 staff (Ken Funck)